### **Proposal Development Flow Chart**

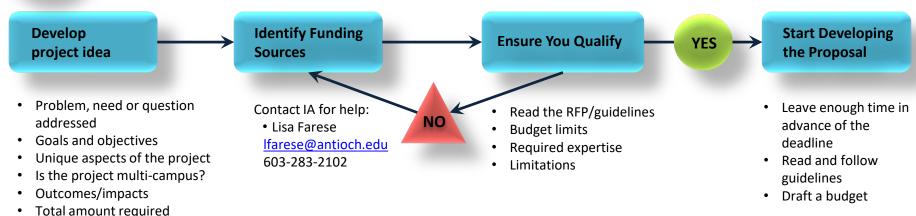
#### PRE-AWARD: PROPOSAL DEVELOPMENT

**Find Funding** 

Start to finish timeline

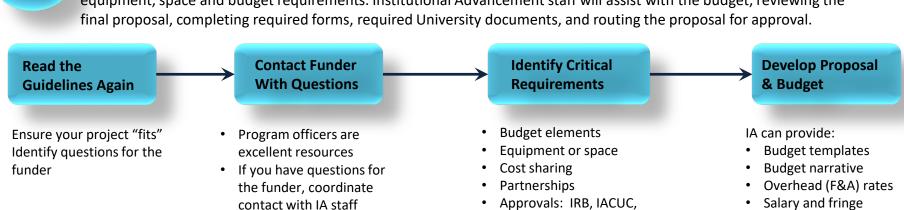
2

Institutional Advancement (IA) has resources available to help you, including a Project Description Form to help you explain your ideas, online grant seeking services, workshops and online guides.



**Develop the Proposal** 

The project initiator (PI or PD) is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements. Institutional Advancement staff will assist with the budget, reviewing the



other

benefit

# PRE-AWARD: REVIEW AND SUBMISSION

3 All proposals m

#### **Review and Approval**

All proposals must be reviewed and approved prior to submission. Institutional Advancement can help you determine what kind of review is required and who must approve the final proposal.

Obtain Compliance Review Route for Final Approval

Assemble the Proposal Package

**Submit the Proposal** 

Special reviews can include:

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Technology Transfer
- Intellectual Property
- Conflict of Interest

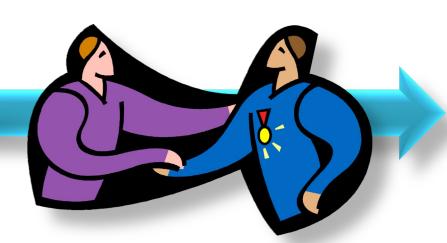
Includes:

- Department Chair
- Dean
- VCAA
- Finance Office (for the budget)

If paper copy must be submitted, review guidelines again to determine the required number of copies and where/to whom to submit Coordinate with IA staff for final submission

**NEXT** 

YOUR PROPOSAL WAS FUNDED! NOW WHAT?



#### **POST-AWARD: GRANT MANAGEMENT**

#### **Understand Grant Requirements and Responsibilities**

The IA staff person who worked with you on the proposal will meet with you to review the responsibilities of all individuals and offices involved in managing and stewarding the grant, from accepting the grant through project management, reporting, and closeout.

### Meet with Institutional Advancement

Meet with the IA staff person who worked on the proposal to identify grant requirements, determine responsibilities, develop a calendar of reports and other deadlines, and help with setting up a grant account with the Finance Office

## PI/PD Responsibilities

- Project management
- Reports
- · Monitoring the budget
- Responding to funder requests
- · Hiring and purchasing
- · Publishing results

# Institutional Advancement Responsibilities

- Sign grant documents
- Letter of thanks
- Reports
- Negotiating with funder

#### **Start the Project**

- Manage project according to proposal and agreement
- Adhere to budget
- Contact IA if changes are needed

# Reconcile Accounts & Prepare Reports

IA will work with you to prepare the final report and reconcile accounts with the grant accountant

# Close Grant Account & Submit Reports

- Work with grant accountant to close out the grant account
- IA will assist with submitting the final report

# And on to the next grant!

